



Hurricane Sandy Business Recovery Information

New York City, including the New York City Department of Small Business Services (SBS) and the New York City Economic Development Corporation (NYCEDC) is coordinating has developed services to help businesses recover from the effects of Hurricane Sandy. Below is an outline of available assistance and how you can access them.

If you need financial assistance:

Get help with a Small Business Emergency Loan

The City of New York and Goldman Sachs are providing \$10 million in emergency loans to help businesses damaged by Hurricane Sandy. The loan program will be administered by NYC Business Solutions and the New York Business Development Corporation (NYBDC). If you are a small business in need emergency capital to recover from business interruption, you can apply for a low-interest loan **up to \$25,000**. Loans are interest free for the first six months and 1% interest for the following 24 months.

Visit on.nyc.gov/contactnycbiz, call 311 and ask for "NYC Business Emergency Loan" or visit an NYC Business Solutions Center (locations on back of sheet).

Access Federal aid programs for disaster recovery

Businesses and private non-profit organizations of any size may borrow up to \$2 million to repair or replace disaster-related damaged or destroyed real estate, machinery and equipment, inventory, and other business assets.

To learn more about disaster loans provided by the SBA, visit sba.gov/disaster, call SBA at 800-659-2955, or contact an NYC Business Solutions Account Manager(locations on back of sheet).

Receive sales tax exemptions on purchases of rebuilding materials and equipment

New York City will provide emergency assistance to businesses by establishing the Hurricane Emergency Sales Tax Exemption Program ("HESTEP"). This program will provide sales tax exemptions of up to \$100,000 for each affected company on purchases of building, construction and renovation materials, machinery and equipment and other personal property and related services needed to rebuild.

Visit nycedc.com/backtobusiness or fill out the application at bit.ly/HESTEPapplication and email to smitsugi@nycedc.com.

If you need temporary office space, supplies or other services:

Access free co-working space, supplies, and other services

Businesses can access desk space, power, internet and more at many locations throughout the five boroughs.

Complete listing of locations and other supplies or services at nycedc.com/donations.

If your company can donate or provide other support, please visit nycedc.com/canyourcompanyhelp.

Some locations include:

- Metrotech/Forest City Ratner: Ali Esmailzadeh, 718-923-5302, aesmaeilzadeh@fcrc.com
- Brooklyn Army Terminal: Doug Roberts, 917-848-9211, droboterts@nycedc.com
- Sunshine Bronx Incubator: Cheni Yerushalmi, cheni@sunshineny.com
- East Midtown Partnership: Rob Byrnes, 212-813-0030, rbyrnes@eastmidtown.org

If you are in danger of laying off employees due to Hurricane Sandy:

Enter employees into the Shared Work Program

The Shared Work program gives you an alternative to laying off full-time employees when you have to deal with temporary business downturns. Instead of cutting staff, you can reduce the number of hours of all employees or just a select group, and the employees will receive Shared Work Benefits to help offset the lower wages.

Apply at bit.ly/sharedworkprogram.

Help employees get Disaster Unemployment Assistance (DUA)

Disaster Unemployment Assistance is a Federal program that can provide payments to people who have lost work or income due to Hurricane Sandy. The NYS Department of Labor determines if claims filed under the program are valid, and makes payments to those who qualify. Laid-off employees should apply for DUA by December 3, 2012.

Visit bit.ly/disasterunemploymentassistance or call 1-888-209-8124.

If you need help with business interruption:

Take steps that can help reduce and recover your losses

- If you have access to your building, gather employee and supplier contact information, legal, insurance and financial records
- Lock your facility
- Document your losses and take high-quality photos of damages to the structure and your inventory
- Contact your insurance company
- Try to assess value of each item, with invoices and receipts where possible
- Discard perishable/dangerous items after documenting them
- Keep everything else to show to insurance companies
- Keep invoices or receipts if you are repairing the damages
- Contact your customers, your employees, and your suppliers
- Collect any logs of business decisions, communications, and correspondence you have

If you need on-site assistance, SBS Business Outreach is on-call for any storm-related business inquiries and is coordinating with the NYC Office of Emergency Management. Please submit a request at on.nyc.gov/contactnycbiz or call 311 and ask for "Business Assistance - Disaster Recovery"

Contact an NYC Business Solutions Center:

Please call or visit any of our NYC Business Solutions Centers or visit nyc.gov/nycbusiness to contact an account manager online. Hours of operation are Monday – Friday 9:00am-5:00pm.

Bronx Center

400 East Fordham Rd
7th Floor
Bronx, NY 10458
Phone: 718.960.7910

Queens Center

168-25 Jamaica Avenue
2nd Floor
Jamaica, NY 11432
Phone: 718.577.2148

Washington Heights Center

560 W 181st Street
2nd Floor
New York, NY 10033
Phone: 212.928.3400

Brooklyn Center

9 Bond Street
5th Floor
Brooklyn, NY 11201
Phone: 347.296.8021

Staten Island Center

120 Stuyvesant Place
3rd Floor
Staten Island, NY 10301
Phone: 718.285.8400

Lower Manhattan Center

79 John Street
New York, NY 10038
Phone: 212.618.8914

Upper Manhattan Center

215 West 125th Street
6th Floor
New York, NY 10027
Phone: 917.493.7243